

**STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
JANUARY 28, 2004**

ATTENDEES:	Jim Weber, Chair	Christina Acree	Steve Adams
	Rich Beckwith	Pat Brooks	Vic Buechter
	Chip Byers	Carolyn Cook	David Crain
	Kay Dinolfo	Gary Eggen	Jeff Falter
	Jim Garr	Jan Grecian	Jill Hansen
	Linda Harris	Gina Hodge	Ryan Lanclos
	Gary Lyndaker	J. Rick Mihalevich	Lynn Morrow
	John Mullen	Bob Myers	John Namassy
	Sara Parker	Scott Peters	Kim Potzmann
	Cathy Reinkemeyer	Cindy Renick	Larry Reynolds
	Jim Roggero	Dave Schulte	Tom Smith
	Tom Stokes	Mike Wankum	Gail Wekenborg
	Tony Wening	Gerry Wethington	Chris Wilkerson
	Scott Willett	Paul Wright	

Jim Weber opened the meeting at 8:30 a.m. He introduced Sara Parker, State Librarian.

PRESENTATION

1. **Discussion of Electronic State Publications (Sara Parker)** - Sara Parker distributed copies of Senate Bill 1044 to the ITAB Members. The bill proposes amendments to Chapter 181 that would include language changes to their current system to electronically provide the information rather than by paper. This change would also require that they receive the publications electronically. These documents would later be placed in Archives for permanent storage. Sara stated her office would query the libraries to see if they would like to participate in the electronic publications distribution. Some paper copies would still be needed for those libraries that choose not to participate electronically. Gerry stated he supported Senate Bill 1044 with the addition of ensuring it meets the state architecture guidelines. Gina Hodge made the motion to support Senate Bill 1044; Gary Lyndaker seconded the motion. The ITAB Members unanimously agreed to support this bill.

ACTION ITEM

1. **Approval of the December 16, 2003, Information Technology Advisory Board Meeting Minutes** - Jim Weber asked if there were changes to the meeting minutes of the last meeting; there were none. Jim Roggero made the motion to accept the minutes; Steve Adams seconded the motion. The meeting minutes were approved unanimously.
2. **Project Management Re-Certification** (Jim Roggero/Tom Stokes) – Jim Roggero stated the Project Management Committee would have two areas for approval by ITAB. He introduced Tom Stokes who would be presenting the Project Management Re-Certification. Tom noted that some changes had been made to the document based on the discussion at the last meeting and subsequent feedback. The changes were highlighted in gray and redistributed prior to this ITAB Meeting. Tom reviewed the changes in the document. Jim Roggero made the motion to approve the Project Management Certification Program; Gary Lyndaker seconded the motion. The ITAB Members approved the program unanimously. Classes will be scheduled at MOTEC to assist with attaining the required training hours. Currently, MOTEC has five classes in addition to the four-week course on Project Management that would qualify. Gary thanked committee for the efforts made and their willingness to make changes to their original product. Adjustments can be made later in the program, if needed. Training costs will be a major concern among the agencies in meeting the objectives. Gerry stated he is looking for opportunities to bring in free items such as the Digital Government Conferences, which would count toward the Project Management Development Units. Scott Peters stated he had distributed the Risk Management

Guidelines and Best Practices to the ITAB Members some time ago for their review. Gary Lyndaker made the motion to accept the documents; Paul Wright seconded the motion. The Risk Management Guidelines and Best Practices were approved unanimously.

GENERAL BUSINESS

1. CIO Update (Gerry Wethington)

- Upcoming Events - Gerry Wethington stated the Justice Integration Symposium was scheduled for March 22-25. Any one interested in attending can use Federal Justice grant funds if interested. Palisades will be offering a course on building a case on outsourcing on March 3-4. The cost is \$1,500 plus room and board (\$155 per day), in addition to transportation. The Digital Government Summit (free event) is scheduled for June 17th. The Digital Government Steering Committee meets on February 10th in HST Room 400.
- OIT Costs - Gerry stated he has met with most of the elected officials on OIT costs. He has three left to visit. He should have all the responses by February 13th. The bills for the second half of the year will be sent out after that.
- Performance Measures – Gerry has had conversations with legislators and they are very interested in areas such as project management. META and others report 80 percent of IT projects are late and over budget. He stated the agencies need to reach a consensus of what is being tracked. Paul Wright stated the Performance Measures Subcommittee was taking this on.
- Policies – Gerry needs to know what policies are being adopted by each agency. He will be asking for this information in the future. He will send out an email on what they are tracking.
- Legislative Tracking – Gerry is looking at a legislative tracking mechanism that will include various agency responses to be placed on the OIT web site. Jim Weber stated he had discussed this previously with Jim Roggero, Gerry Wethington, and Kay Dinolfo. As soon this is created, a notification will be sent to the ITAB Members. Gary Lyndaker suggested providing a link to the legislative page. ITAB members would need to post their comments and any updates. Florida, Kansas and Minnesota have developed systems to track legislation.
- Search Engine – John Namassy suggested the state look at a better search engine. Gerry stated he has been contacted by Google regarding our search engine.
- Privacy Policies – Executive Order 325 states that OIT and ITAB shall develop privacy policies consistent for the state. ITAB needs to begin working on these privacy policies for the state.
- Business Continuity – Gerry referenced ten areas that need to be incorporated into the agencies Business Continuity Plan. Gerry will circulate these to the ITAB Members to provide some consistency. Agencies should make sure their business continuity plan includes these ten areas. The IT consulting contract does include business continuity expertise.
- Cybersecurity – Gerry stated there is a meeting on February 13th to discuss information/process in the MERGIS environment. He is looking to pull together a broad umbrella of security policies. They plan to prioritize a list of policies that should be adopted. A template will be developed on what should be reported for security incidents and will include statistics that should be collected and reported. The OIT currently has an intern from the University of Missouri that is specializing on cybersecurity. They will work Tuesdays and Thursdays with OIT through the end of May. The agencies may use this individual for research if needed.
- Email centralization – ARC recommended the state move to a centralized, standardized product. They are having an independent verification of the information provided from the Email SWAT Team and corporate input. The verification is being done by META and should be completed by the end of February. They are specifically looking for migration strategies. Gerry is still looking at Homeland Security funds to support the project. There is \$800,000 available for the project.
- IT Expenses – Based on the numbers submitted from the agencies, IT expenses totaled \$164 million dollars. According to the legislators, these figures are low. Another report on IT expenses total \$246 million plus, and does not include personal services and non-IT E & E expenses from the IT offices. They will be going back to SAM II and to look at organization codes. It must be determined how to categorize the numbers and information. Once this is done, the same formula can be applied to other years. Gerry

will share the results with the ITAB Members once completed. He will also send to House Budget Office who has requested the information. The information may be compared to other states and the private sector.

2. ITAB Chair Update (Jim Weber)

- Review of Action Items from Previous Meeting
 - Gerry to continue with his efforts to draft legislative proposal to give state specific authorization to copyright software developed by employees and/or consultants for selling to the private sector. – Gerry will check the status and report back at the next meeting.
 - Gerry to contact non-participating agencies and attempt to gain their agreement to participate over the next few months, reducing the amount to be billed to all agencies for the second half of FY04. – In progress.
 - Bios to be emailed to Debbie Tedeschi (Debbie.Tedeschi@oit.mo.gov). - Pending.
 - Digital Certificates Subcommittee to address Verisign Contract issues. – Survey has been completed; holding for Todd's report..
 - Keep ITAB Members informed of email consolidation efforts – Ongoing.
 - Review feasibility of Instant Messaging after email consolidation issues are addressed. – Pending.
 - Draft a Privacy Statement for use by all state agencies and present to ITAB for approval. – Pending.
 - Send logon banner used by OSCA to Privacy Committee (Rich Beckwith) for distribution/consideration. - Completed.
 - Obtain guidelines from the Highway Patrol for background checks. - Covered under Privacy Committee report.
 - Agencies to submit names for participation in the Privacy Domain Committee to Rich Beckwith. – Covered under Privacy
 - Agencies to ensure they have representation on the Security Committee. – Pending.
 - Agencies to develop list of steps to be taken at different levels for their internal INFOCON plans. – Pending.
 - Agencies to identify a primary delegate for the Security Committee. Larger agencies may want to also identify a secondary delegate. Names should be submitted to LTC Tom Smith, Chairman of the Security Committee. – Pending.
 - Coordinate with all user groups to ensure the ITAB preference on vendors not being included on listserv. – Completed. Some concerns expressed over not allowing vendors to participate in Listserv. It was determined that this would be acceptable provided the vendor participant was a technician, not a salesman. The policy that state funds should not be used to hold vendor presentations was modified to include the phrase “unless requested by the user group”.
 - Notify Gail Wekenborg if problems with enrolling class attendees (due to prerequisites) for the mainframe sessions at State Fair Community College scheduled to begin January 2004. – Completed.
 - MO GIS Advisory Council to update charter and bylaws and forward to ITAB for approval. – Pending.
 - Project Management Committee (PMC) will review the Recertification process with B&P after ITAB approves the process. – Pending.
 - WWT will add a field to the Consolidated Purchases Program to include what the cost would be if purchased by individual agencies. – Pending.
 - Submit any changes or suggestions to the Strategic Plan to Tom Stokes. – Completed; no suggestions received.
 - Gerry to present revised Strategic Plan and detailed Business Plan to ITAB for approval. – Jim Weber assigned the following committee to work with Tom Stokes in creating the business plan: Gary Lyndaker, Jim Roggero, Mary Willingham, and Scott Peters. Tom will schedule the meeting and distribute a sample plan.
 - Gerry to proceed with the planning of meetings with all state IT employees. – Gerry stated he was continuing to work this issue. To limit to one session, he can use the Richardson Auditorium;

- however there is a \$400 fee. His other option is to utilize state facilities at no cost and schedule three sessions.
- Respond to Kay Dinolfo on the Internet Applications Survey. – Of the responses received, it appears there are 22 web applications statewide. Agencies that have not already submitted their responses can still do so.
- Review ITAB awards to determine if an employee(s) is eligible to receive one of the awards. – Completed.
- ARC to consider taking on the review of the centralized email system to ensure it meets the state's architecture requirements. – Completed.
- Delegate employees to participate in the Privacy Committee. – This item will be covered under the Privacy Report.
- Redistribute documents on Part I - Performance Management Process from Project Management Committee. – Completed.
- Review and comment on Part I - Performance Management Process documents to Paul Wright. – Completed.
- Jim outlined the following ITAB goals for 2004 as follows:
 - Implementation of MOVAP
 - Implementation of a recertification process for the state certified Project Managers
 - Conduct a review of existing IT organizations and provide best practices/proposal for reorganizations as appropriate
 - IT Legislation Tracking/Status Posting on OIT web site
 - Create a Business Continuity and Disaster Recovery Committee (consideration should be given to moving the Business Continuity portion to OIT and the Disaster Recovery portion to ITAB)
 - Revamp Statewide Information Security organization
 - Develop a method/communication plan that CIOs can share with their Directors/CEOs relating to issues and concerns of the IT community
- Jim asked everyone to review the ITAB Year in Review document that was distributed with the minutes. Gerry will be posting this document on the OIT web site.
- He also stated that he, Gerry, Jim Roggero, and Jan Grecian would be updating the charter once the IT Plan is completed.

ITAB COMMITTEE UPDATES

1. **Architecture Review Committee Update (Bob Meinhardt/Ron Thomas)** – No update.
 - Architecture Technical Committee (Ron Thomas) – Gerry reported this Committee was working with Business Oversight group.
 - E-mail SWAT Committee (Carl Medley II) – Completed.
 - GIT Committee (Tim Haithcoat) – Completed.
 - Interface Domain (TBD) -
 - Information Domain (TBD) – Gerry stated this Domain was getting started.
 - Infrastructure Domain (Pete Wieberg) – Gerry stated this Domain has presented a draft of its specifications, which were approved as a starting point.
 - Integration/Interoperability Domain (TBD) – This Domain is being worked. Charles William is chairing this group.
 - Application Domain (TBD) – This Domain has not kicked off yet. Pat Brooks will chair the group.
 - Systems Management (TBD)
 - Security Domain (Dustin Bieghler) – Lora Mellies has agreed to chair this Domain.
 - Privacy Domain (Rich Beckwith) – This Domain is ready to kick off.

2. **Digital Government Committee Update (Lew Davison/Ron Thomas)** – No update
 - Application Development Subcommittee (Jim Roggero/Pat Brooks)
 - Credit Cards Subcommittee (Scott Peters)
 - CRM (Don Lloyd)
 - Digital Certificates Subcommittee (Todd Craig)
 - Digital Media Subcommittee (Jim Weber/Kay Dinolfo)
3. **Mentoring Committee Update (Tim Dwyer/Jan Grecian)** – No update.
4. **MOTEC Update (Paul Wright/Laura Mertens)** - Paul noted the usage report for November and December was emailed to the ITAB Members prior to the meeting. The usage percentages for the year were 67 percent for Room 1 and 75 percent for Room 2. The Committee has agreed to keep this year's goals the same as last year's. Paul stated a proposal on local government use of the MOTEC facilities was also distributed to the ITAB members electronically prior to the meeting. Several local government members will participate in the Digital Government Steering Committee. Paul stated the proposal can be revised as necessary and will be reviewed again in six months. Paul made the motion to accept the proposal; Scott Willett seconded the motion. The approval of the local government use of the MOTEC facilities was unanimous.
5. **Personnel Committee (Chris Wilkerson)** – No update.
6. **Prime Vendor Oversight Committee (Jeff Falter/Gary Eggen)** - No update. The updated IT Bids report was distributed with the meeting agenda.
7. **Privacy Committee (Rich Beckwith/Scott Willett)** – Rich Beckwith stated that Lew Davison gave a presentation on the architecture process at their last meeting on January 14th. Their next meeting is scheduled for February 11th. Rich has received some response to his request for additional members but needs more. The following agencies should submit representatives to serve on this Committee: Social Services, Highway Patrol, State Courts, Revenue, and Elementary and Secondary Education. Please submit the names to Rich Beckwith by the end of this week. The Committee needs clarification on the separation of the committee and the domain. Clarification is also needed on the difference between background checks and criminal history checks. Gerry stated that he would put the background check issues on the agenda for the Privacy Domain.
8. **Project Management Committee Update (Jim Roggero/Tom Stokes)** – Jim Roggero stated the Committee's last meeting was held on January 16th. He noted the next Project Management course is scheduled to begin on March 15th. The cost for the four-week course is still approximately \$2,520. He encouraged the agencies to enroll its employees early to avoid the possibility of the class being canceled. The current contract will expire on December 31, 2004. In either February or March, the Committee will bring the RFP to ITAB for approval. The RFP will include the recertification process. Now that the certification process was approved, the Committee will be looking at implementation. The next meeting is scheduled for February 20th at 10:00 a.m.
 - **Cost Benefit Approach to State Government Subcommittee (Paul Wright)** – Paul Wright stated he is continuing to work with the University of Missouri, School of Business. The project that the Committee submitted was accepted and six students have been assigned to work on the project. The existing processes will be provided for determination of their appropriateness. The group will be looking at dashboard concepts and how they should be displayed. The student will meet with the subcommittee chairs of the Project Management Committee. They are also considering the inclusion of the budget analysts in their meetings. The Subcommittee will report back to ITAB.
 - **Performance Measures Subcommittee (Paul Wright)** – Paul Wright reported that the suggested changes made by the ITAB Members had been incorporated into the document. The Committee plans to present back to the Steering Committee in February.
 - **Project Oversight Subcommittee (Gary Lyndaker/Bob Ordway)** – Gary reported the Subcommittee is still working to develop an oversight template.

- **Risk Management Subcommittee (Scott Peters)** – This item was covered previously – no additional report.

9. **Security Committee (LTC Tom Smith)** – No update.

10. **User Group Coordination (Rich Beckwith)** – This item was covered with the review of the action items.

COLLABORATIVE EFFORTS

1. **Internet/MOREnet Update (Tony Wening)** - Chip Byers reported the OC12 backbone circuits were received and they will be converting over to them. Internet circuits will be moving to higher a tier. Agency contacts have already received information on this. Tony Wening described the recently established MOREnet Council that provides oversight of MOREnet's Shared Network infrastructure – primarily the HB3 appropriation. Membership consists of Department of Higher Education, Department of Elementary and Secondary education, K-12 schools and public libraries. Their first meeting was held on January 6th. They plan to meet quarterly.
2. **Network Management Consortium Update (Jim Roggero/Jill Hansen)** – Jim Roggero reported the focus of this month's meeting was focused on network security. Tremendous output was received at the meeting. A prioritization matrix is out for review by the committee. These items will be reviewed at the February meeting. Organizational structure and leadership is needed. The agencies must work together. Jill Hansen stated this meeting was one of their most productive meetings. All attendees shared the same frustrations. Senate Bill 1082 creates a division of network efficiency to be housed within the Office of Administration. Agencies should watch this bill closely, as it appears to be moving rapidly through the Legislature. Jill plans to meet with Senator Childers; Tony Wening has already met with him. Senator Childers stated that he would like to at least have a network study done. Tom Smith stated he appreciated the efforts of the Network Consortium.
3. **Statewide Purchasing Update (Gary Eggen/Karen Boeger)** – Purchasing is implementing procedures to ensure contracts awarded to vendors do not owe taxes to the Department of Revenue. There are currently consultants in Purchasing working on spend management. He hopes to have more information at the next ITAB Meeting.
4. **Technology Services Update (Gail Wekenborg)** – No update.
5. **MO GIS Advisory Council (Tony Spicci)** – Ryan Lanclos stated the bylaws for the Council will be presented at their next meeting and will be presented to ITAB at the following meeting. He noted that April 27th will be GIS day at the Capitol Building Rotunda. There are 22 participants scheduled to attend. The MidAmerican GIS Symposium is scheduled for April 18-22 in Kansas City, Missouri. For more information, a link is provided from the GIS website (www.mgisac.org). Their next meeting is scheduled for February 19th and are typically held on the second Thursday of the month. Gerry Wethington asked Ryan to provide him with a contact at ESRI.

OPEN DISCUSSION

Jim Weber noted the refreshments for the ITAB meetings are being provided by Gerry Wethington personally, not through OIT's budget.

Jill Hansen thanked everyone for their assistance with the email distribution issue on behalf of Governor Holden. Gerry stated he is working with the Ethics Commission to develop a policy on email content.

The meeting adjourned at 12:22 p.m.

REVIEW OF ACTION ITEMS

- Gerry to check the status of the legislative proposal to give state specific authorization to

- copyright software developed by employees and/or consultants for selling to the private sector.
- Gerry to contact non-participating agencies and attempt to gain their agreement to participate over the next few months, reducing the amount to be billed to all agencies for the second half of FY04.
- Bios to be emailed to Debbie Tedeschi (Debbie.Tedeschi@oit.mo.gov).
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- WWT will add a field to the Consolidated Purchases Program to include what the cost would be if purchased by individual agencies.
- Gerry to present revised Strategic Plan and detailed Business Plan to ITAB for approval.
- Gerry to proceed with planning of meetings with all state IT employees.
- ITAB Members to respond to Kay Dinolfo on the Internet Applications Survey, if haven't already.
- ITAB Members to delegate employees to participate in the Privacy Committee.
- Tom Stokes to schedule meeting with Gary Lyndaker, Jim Roggero, Mary Willingham, and Scott Peters to develop Business Plan.
- Gerry Wethington, Jim Weber, Jim Roggero, and Jan Grecian to review and update ITAB Charter.
- ITAB Members to schedule employees in next Project Management course as soon as possible to ensure class minimum attendee requirements are met. Classes are scheduled to begin on March 15, 2004.
- Ryan Lanclos to provide Gerry with ESRI contact.
- Gerry to circulate to the agencies the areas to be included in their business continuity plans.

NEXT MEETING

1. The next ITAB Meeting is scheduled for **Wednesday, February 25, 2004 at 8:30 a.m. at the Kirkpatrick State Information Center, Interpretive Center, 600 West Main Street, Jefferson City, MO.**

/cc